



Form NCR-156
U. S. Department of Agriculture
Agricultural Adjustment Administration
North Central Division.

Issued November 22, 1937.

INSTRUCTIONS RELATIVE TO HANDLING REPORTS OF INSPECTION
AND SUMMARIES OF PERFORMANCE ON RANGE LANDS AND APPLICATIONS
FOR PAYMENT ON RANGE LANDS UNDER THE 1937 AGRICULTURAL
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.

PART I. GENERAL

As a general rule Forms NCR-154, Report of Inspection and Summary of Performance on Range Lands, and Forms NCR-155, Application for Payment on Range Lands, will be handled in a manner similar to that set forth in Form NCR-115 for handling Forms NCR-114, NCR-116, and NCR-117.

PART II. INSTRUCTIONS FOR PREPARATION OF LIST OF NAMES OF PERSONS
ELIGIBLE TO EXECUTE AN APPLICATION FOR PAYMENT ON RANGE LANDS.

In order that the State office may have a list of all persons eligible to execute an application for payment on range lands, it will be necessary that an alphabetical list of the names of persons eligible to execute an application for payment on range lands be prepared in the county office. Form NCR-118 with certain changes hereinafter set forth will be used in the preparation of this list and shall be prepared as soon as possible after October 31, 1937. A card file shall be prepared as hereinafter set forth in order that the county office may have adequate records from which to prepare NCR-118R.

Preparation of Card File.

Clerical assistants in the county office shall prepare a 3" x 5" card for each ranch operator who is eligible to execute an application for payment on range lands. Only those ranch operators whose ranches have been inspected and those who have submitted an application for the establishment of a grazing capacity for their ranching unit prior to October 31, 1937, will be eligible to submit an application for payment on range lands.

For each ranching unit in connection with which an NCR-154 has been prepared, enter a check mark on NCR-151 to the left of the serial number for such ranching unit. For each ranching unit in connection with which an application for establishment of a grazing capacity was submitted by a ranch operator enter a check mark on NCR-151 to the left of the serial number for such ranching unit, unless a check mark has already been entered. When all Forms NCR-154 and all applications for establishment of grazing capacities have been checked against NCR-151, prepare a card for each ranch operator opposite whose name a check mark appears on NCR-151. Enter on such card the name of the ranch operator, the serial number of the ranching unit and the range inspector district number. All serial numbers should be preceded by the letter "R" and should be taken from NCR-151. When all cards for the county have been prepared arrange such cards in alphabetical order.

Preparation of Form NCR-118R.

An amended Form NCR-118 shall be used for listing the names of persons eligible to execute an application for payment on range lands and shall be prepared in duplicate. Enter to the right of the form number the letter "R", delete from the title the words "only one farm" and enter in lieu thereof the words "Range Land".

Enter the State and county code, the name of the State, the name of the county, and the sheet number in the spaces provided at the top of the form. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Using the card file as a guide, enter in column (a) the serial number shown on the first card and enter opposite such serial number in column (b) the name of the ranch operator. Enter in column (c) the range inspector district number shown on the card.

The original of NCR-118R must be transmitted to the State office either before or at the time the first transmittal of Forms NCR-154 is forwarded to the State office. The copy of NCR-118R shall be retained in the county office.

Correction of Form NCR-118R.

Corrections to be made on NCR-118R shall be made in the manner set forth in NCR-115 for making corrections on NCR-118.

PART III. INSTRUCTIONS FOR TRANSMITTING REPORTS OF INSPECTION AND SUMMARIES OF PERFORMANCE TO THE STATE OFFICE.

Forms NCR-154 shall be transmitted to the State office in a manner similar to that set forth in NCR-115 for transmitting Forms NCR-114 to the State office. An amended Form NCR-119 shall be used for listing the serial numbers of the Forms NCR-154 to be transmitted to the State office and shall be prepared in duplicate. Enter to the right of the form number the letter "R" and enter immediately above the title of the form the word "Range". Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Arrange the Forms NCR-154 in serial number order, list the serial numbers in Section I of NCR-119R, and complete NCR-119R in accordance with the instructions set forth in NCR-115 for preparing NCR-119.

The originals of Forms NCR-154 and the originals and first copies of Forms NCR-119R shall be forwarded to the State office. The copy of NCR-119R shall be retained in the county office.

Handling Suspended Reports of Inspection and Summaries of Performance.

Suspended Forms NCR-154 shall be handled in the manner set forth in NCR-115 for handling suspended Forms NCR-114.

PART IV. INSTRUCTIONS FOR HANDLING APPLICATIONS FOR PAYMENT RECEIVED
FROM THE STATE OFFICE.

Upon receipt of Forms NCR-155 and NCR-122R from the State office, such forms shall be handled in a manner similar to that set forth in NCR-115 for handling Forms NCR-116, NCR-117, and NCR-122.

Each correction in any of the following items on NCR-155 shall be initialed by the member of the county committee who signed the form.

Section I, items 1, 2, 4(a), 5(a), 6(a), 7(a), 8(a), and 9(a);

Section II, name and address of ranch operator.

After Forms NCR-155 have been properly signed and certified, an amended Form NCR-124 shall be used for listing the serial numbers of the Forms NCR-155 to be transmitted to the State office and shall be prepared in duplicate. Enter to the right of the form number the letter "R" and enter immediately above the title of the form the word "Range". Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively.

Arrange the Forms NCR-155 in serial number order, list the serial numbers in Section I of NCR-124R and complete NCR-124R in accordance with the instructions set forth in NCR-115 for preparing NCR-124.

The originals of Forms NCR-155 and the originals and first copies of Forms NCR-124R shall be forwarded to the State office. One copy of each NCR-155 shall be given to the applicant and one copy shall be retained in the county office.

Handling Suspended Applications for Payment.

Suspended Forms NCR-155 shall be handled in the manner set forth in NCR-115 for handling suspended Forms NCR-116 and NCR-117.

